



**DEPARTMENT OF THE NAVY**  
**SPACE AND NAVAL WARFARE SYSTEMS COMMAND**  
**4301 PACIFIC HIGHWAY**  
**SAN DIEGO, CA 92110-3127**

SPAWARINST 5350.2A  
SPAWAR 09M  
28 Apr 2004

SPAWAR INSTRUCTION 5350.2A

From: Commander, Space and Naval Warfare Systems Command

Subj: SPACE AND NAVAL WARFARE SYSTEMS COMMAND DRUG AND ALCOHOL  
PREVENTION AND CONTROL PROGRAM

Ref: (a) OPNAVINST 5350.4C, Drug and Alcohol Abuse Prevention  
and Control  
(b) SECNAVINST 5300.28C, Military Substance Abuse  
Prevention and Control  
(c) SECNAVINST 12792.3, Department of the Navy Drug-Free  
Workplace Program  
(d) SPAWARINST 5355.1, Department of the Navy Drug-Free  
Workplace Program

1. Purpose. To carry out the Navy's drug and alcohol prevention and control program within the Space and Naval Warfare Systems Command. The program as outline in this instruction and in references (a) and (b) applies to all military personnel assigned to the Space and Naval Warfare Systems Command. The drug and alcohol abuse prevention and control program for civilian personnel is outlined in references (c) and (d) and administered through by the local Civilian Personnel Office.

2. Cancellation. NAVELEXINST 5350.2

3. Background. Substance abuse, the illicit use of drugs, and excessive consumption of alcohol, results in serious, often irreparable damage, not only to the individual, but also to the user's family, co-workers and social environment. The Secretary of the Navy and the Chief of Naval Operations have fully committed all possible resources to eradicating these ruinous addictions through educational, remedial, and counseling programs.

4. Policy. References (a) and (b) respectively define SECNAV and CNO support of the drug and alcohol abuse prevention and control program. The Chief of Naval Operations is committed to ZERO tolerance of drug and alcohol abuse and drug possession, sale or distribution within the Department of the Navy. The Commander, Space and Naval Warfare Systems Command fully supports this goal and policies to administer the program.

5. Action

a. Commander, Space and Naval Warfare Systems Command

(1) Issue directives and policies as appropriate for implementation of substance abuse programs and emphasis at all organization levels and assign Alcohol and Drug Control Officer (ADCO) duties in writing to a Chief Petty Officer or above.

(2) Ensure the command Drug and Alcohol Program Advisor (DAPA) is trained and designated in writing. The DAPA is the command's primary advisor for alcohol and drug matters and reports directly to the Commander or designated representative.

(3) Monitor the effectiveness of the drug and alcohol abuse prevention and control program through Inspector General (IG) inspection feedback.

b. Alcohol and Drug Control Officer (ADCO)

(1) Supervise overall coordination, development and IG inspection process with regard to substance abuse initiatives.

(2) Prepare instructions and guidelines on all phases of the Command's efforts in substance abuse control, prevention, counseling and rehabilitation.

(3) Coordinate requests for and approval of random sampling or unit sweeps as circumstances warrant.

(4) Liaison with the respective civilian management personnel to ensure program is followed and adherence to the provisions of references (c) and (d) regarding actions involving civilian employees.

(5) Represent the Space and Naval Warfare Systems Command in policy and program discussions with the Chief of Naval Operations and other echelons and organizations as needed.

(6) Submit required reports to higher authority.

c. Drug and Alcohol Program Advisor (DAPA)

(1) The DAPA (and assistant DAPAs) shall not have had an alcohol incident within the 2 years prior to appointment, and

shall have at least 1 year remaining in the command after appointment. Members who have successfully completed treatment for alcohol abuse/dependence shall have achieved at least 2 years sobriety prior to appointment as DAPA.

(2) Within 90 days of assuming duty, DAPAs and assistant DAPAs are required to successfully complete the DAPA course unless they have completed the course within the previous 3 years.

(3) The DAPA is responsible to the Commanding Officer (CO) for the management of the command's substance abuse program. Commands with 1,000 or more military service members shall assign a full-time DAPA. Commands with 500 or more members are strongly encouraged to assign a full-time DAPA. In any case, CO's may appoint as many DAPAs and assistants as they deem necessary, but a ratio of at least one for every 200 personnel assigned is recommended.

(4) DAPAs shall not be assigned duties as Urinalysis Program Coordinators.

d. Urinalysis Program Coordinators (UPC)

(1) Conduct random samplings or unit sweeps as directed by higher authority.

(2) Ensure all required reports are completed.

(3) Make sure instructions and guidelines issued by COMSPAWAR and the ADCO are followed.

(4) Keep necessary files and records in a properly secured area.

e. SPAWAR Directorates and Administratively Aligned Program Executive Officers, Program Directors and Detachments

(1) Ensure an environment of de-glamorization of alcohol in social functions and during the workday exists.

(2) Identify training and counseling needs to the ADCO or DAPA.

SPAWARINST 5350.2A  
28 Apr 2004

(3) Appoint an officer or senior enlisted to serve as point of contact (POC) with the Command ADCO and DAPA. POC will assist in random sampling and unit sweep tests of military personnel as well as serve as source of information for Directorate or Program Office personnel. Provide Assistant Urinalysis Program Coordinators as required to support assigned personnel. These coordinators will be designated in writing.

f. SPAWAR Field Activities

(1) Appoint a military DAPA in accordance with reference (a).

(2) Be prepared to present the Command Drug and Alcohol Prevention and Control Program to members of the SPAWAR IG.

(3) Ensure that civilian and military supervisors are familiar with policies outlined in this instruction and references (a) through (d).

(4) Send substance abuse quarterly report no later than the end of January, April, July and October to the SPAWAR DAPA.

(5) Conduct a drug and alcohol use, abuse and prevention program by following the provisions of this instruction and references (a) through (d).

/s/  
K. D. SLAGHT

Distribution:  
SPAWAR List 4

SNDL PART II  
C81B (SPAWARSYSCENDET)  
FKA1B1 (SPAWARSYSCEN)